

**MONTANA FISH, WILDLIFE & PARKS**  
**INTERN PROGRAM ANNOUNCEMENT**

**EMPLOYER:** Montana Fish, Wildlife & Parks

**CONTACT PERSON'S NAME/TITLE:** John Taillie

**ADDRESS:** 4600 Giant Springs Rd. Great Falls, MT. 59405

**CITY:** Great Falls

**STATE:** MT

**ZIP:** 59405

**PHONE:** 406-454-5859

**EMAIL ADDRESS:** jtaillie@mt.gov

**DATE OF ANNOUNCEMENT:** Monday, February 29, 2016

**APPLICATION DEADLINE:** Friday, March 18, 2016 at 5:00 PM (postmarked)

**\*\*STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE\*\***

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**POSITION TITLE:** Park Operations/ Facility Mgmt. System Intern    **# OF POSITIONS:** 1

**LOCATION(S):** Great Falls/ Other options possible

**WORK START/END DATES:** June 1 – August 19

**HOURS/WEEK:** 30-40

**TRAINING/ORIENTATION DATES:** Project training upon start date

**COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):** Funded at \$10.00/hour.

**POSITION DESCRIPTION:**

Montana State Parks, a Division of Montana Fish, Wildlife & Parks, manages 55 state parks, including Flathead Lake State Park, Bannack State Park, Lewis & Clark Caverns State Park, and Makoshika State Park. In addition, the division manages four recreation grant programs that support recreation on city, state, federal and Tribal lands throughout the state.

**Responsibilities:**

The Park Operations Intern position has the potential to support and participate in many aspects of Montana State Parks operations. The following are a sample of some of the specific tasks that could be involved in this internship:

- Assist with implementation of a Facility Management System.
- Assists staff in collecting and preparing field data for integration into Facility Management System
- Assist with and train staff to operate Facility Management System
- Attend, assist with facilitation of, and participation in system-wide projects.
- Prepare graphics, diagrams, tables, and reports.
- Provides support and assistance to field staff with operations-related requests, including potential field work.
- Conducts basic office functions as needed, such as data entry, file management, and customer

- Assist with organization of reports, files, and documents (electronically and hard copy)

**Learning Objectives:**

- Develop a working knowledge of park operations
- Gain an understanding of the Montana State Parks system and park management
- Collaborate with diversity of staff experts at the field, regional, and state levels
- Improve technical writing, communication, and research and analysis skills

**SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):**

- Interest in parks and recreation, planning, facility management, graphic design
- Academic majors or coursework related to recreation planning, parks and recreation management, resource conservation management, environmental studies, organizational management, and/or public administration is preferable
- Excellent verbal and written communication skills
- Proficiency with Word, Excel, PowerPoint, and Adobe Creative Suite
- Excellent attention to detail
- Preferred knowledge of ArcGIS and GPS systems
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects
- Must be comfortable interacting with the public in an outdoor recreation setting
- Must have a good driving record and a valid driver's license

**APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):**

Submit resume; cover letter explaining applicable skills and experience; brief writing sample (not more than 3 pages); and three references to:

Park Operations Intern  
c/o John Taillie  
Montana FWP  
4600 Giant Springs Road  
Great Falls, MT, 59405  
Or as a PDF by email to [jtaillie@mt.gov](mailto:jtaillie@mt.gov)  
Subject line: Park Operations Intern Application

Phone calls and inquiries are also welcome.

**COOPERATING SPONSORS OF PROJECT:** Montana State Parks

**ADDITIONAL INFORMATION:**

Interns will be expected to find their own housing in Great Falls with the option of lodging in other appropriate areas. Project administration will include a workspace, access to State vehicle, meals and lodging as appropriate within department policies. Position will require frequent overnight travel to State Park regional offices in Billings, Bozeman, Missoula, and Kalispell.